

REGULAR MEETING - MONDAY, JULY 7, 2008  
COUNCIL CHAMBERS AT CITY HALL - 500 CASTRO STREET  
6:30 P.M.

1. **CALL TO ORDER**

The meeting was called to order at 6:37 p.m. by Yvonne Farrell.

2. **ROLL CALL**

**Task Force Steering Committee Members Present:** Yvonne Farrell, Sue Graham, Deb Henigson, Cynthia Kapphahn (6:41 p.m.), James Kempf, Aileen La Bouff, Ignacio Martin-Bragado and Janis Zinn.

**Task Force Steering Committee Members Absent:** Steven Bishop, Bruce Karney (excused), Marn Yee Lee and Randy Potter (excused).

**At-Large Members Present:** John Carpenter, Cliff Chambers, Bruce England, Mark Gilkey and Esperanza Sanz-Escudero.

**General Public Present:**

**City Staff Present:** Steve Attinger, Environmental Sustainability Coordinator.

3. **ORAL COMMUNICATIONS FROM THE PUBLIC**

Bruce England requested that the City remove any "dead time" at the beginning of the recorded webcasts. He also reminded the Task Force that the Council Chambers will be unavailable for several weeks starting July 9<sup>th</sup>.

4. **MINUTES APPROVAL**

**Motion**—M/S Henigson/Zinn—Carried 8-0—Approve the minutes of the June 23, 2008 meeting.

## 5. NEW BUSINESS

### 5.1 WORKING GROUP FINAL RECOMMENDATIONS DISCUSSION

The Baseline and Measurements Working Group received comments and answered questions about the draft final recommendations report.

### 5.2.A HIRING A CONSULTANT – ASSESSING THE NEED

The Task Force discussed whether it needs to hire consultants to develop costs for some of the working group recommendations' Fiscal and Environmental impacts.

**Motion** – M/S Henigson/Farrell – Carried 5-3 – Hire a consultant or consultants to review the penultimate draft of the report to ensure that the estimations and assumptions are consistent and coherent overall before it is given to the City Council. Further, establish a sub-team to investigate possible consultants/reviewers and report to the Steering Committee for discussion.

### 5.2.B HIRING A CONSULTANT – RANGE OF ITEMS TO CALCULATE

The Task Force discussed the range of items for which consultants would calculate the fiscal and environmental impacts. All Working Groups agreed to (1) list the assumptions (in the recommendation or ideally in the appendix) associated with the fiscal and environmental calculations, (2) include an "Unknown" cost category for those recommendations for which it is impossible to determine cost within the Task Force's scope, and (3) include positive financial and environmental impacts.

### 5.2.C HIRING A CONSULTANT – RECOMMENDATIONS TO EVALUATE

The Task Force Working Group Chairs agreed to let the consultant exploration sub-team (Deb Henigson and Yvonne Farrell) know which recommendations need consultant assistance.

### 5.2.D HIRING A CONSULTANT – AVAILABLE BUDGET

The Task Force discussed the budget available to hire consultants.

#### 5.2.E **HIRING A CONSULTANT – FORMING A SUB-TEAM**

The Task Force discussed whether or not to establish a sub-team to investigate possible consultants and report to the Steering Committee for discussion.

**Motion** – M/S Farrell/Kapphahn – Carried 7-0 – Kempf abstained.  
Establish a sub-team to investigate possible consultants/reviewers and report to the Steering Committee for discussion.

#### 5.3 **FISCAL AND ENVIRONMENTAL CALCULATIONS**

The Task Force discussed the appropriate categories for Fiscal and Environmental impacts, based on: Very Low (< \$10,000), Low (\$10,000-\$30,000), Medium (\$30,000-\$100,000), High (\$100,000-\$300,000) and Very High (> \$300,000). Given that not all Working Groups had finished their calculations and that the “Very High” category appeared too broad, the Working Groups agreed to email their recommended cost/impact ranges to the Google “General Discussion” list.

#### 5.4 **TASK FORCE SCHEDULE**

The Task Force added a new Steering Committee meeting on August 4, 2008, and agreed to the following schedule of Working Group recommendation discussions:

July 14:	Energy, Land Use Planning, and Sustainable Quality of Life
July 21:	Adaptation to Climate Change, Suburban Natural Ecosystems, and Water
July 28:	Transit & Transportation, Built Environment, and Waste
August 4:	Communications, Public Education & Outreach and Green Business Development

#### 5.5.A **FINAL REPORT – CONTENT AND ORGANIZATION**

The Task Force deferred discussing the content and organization of the final report until the next meeting.

#### **5.5.B FINAL REPORT – FORMING A SUB-TEAM**

The Task Force deferred discussing whether or not to form a final report sub-team until the next meeting.

#### **6. TASK FORCE STEERING COMMITTEE/STAFF COMMENTS, QUESTIONS AND REPORTS**

Steve Attinger reported any Task Force meetings between July 9<sup>th</sup> and August 19<sup>th</sup>, inclusive, would be held in the Plaza conference room on the second floor of City Hall, and he would strive to secure audio recordings of all meetings in this conference room. Also, he indicated the following two agenda items during the July 8<sup>th</sup> Council meeting might be of interest to the Task Force members: item 5.3 and item 7.3.

#### **7. ADJOURNMENT**

The meeting was adjourned at 10 p.m.

PWK

Environ Sustain Tsk Frce Steering Comm Minutes^